

PRESBYTERY OF BLACKHAWK BYLAWS

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**BLACKHAWK PRESBYTERY
BYLAWS
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BLACKHAWK PRESBYTERY BYLAWS

ARTICLE I. THE PRESBYTERY

- A. **BOUNDARIES:** The Presbytery of Blackhawk consists of the churches and Ministers in the counties of the State of Illinois of: Boone, Bureau, Carroll, DeKalb, Ford (except that portion east of Interstate 57), Grundy, Kewanee Church in Henry County, Iroquois, Jo Daviess, Kane, Kankakee, Kendall, LaSalle, Lee, Livingston, Marshall, McHenry, Ogle, Putnam, Stark, Stephenson, Whiteside, Will, Winnebago Counties, and Washburn church of Woodford County.
- B. **MEMBERSHIP:**
1. Ministers of the Word and Sacrament shall be members of the Presbytery of Blackhawk as prescribed in the Book of Order (G-11.0400).
 2. Elder commissioners from churches within the boundaries of the Presbytery of Blackhawk shall be members of the Presbytery of Blackhawk as prescribed in the Book of Order (G-11.0101).
 3. Each elder elected an officer of the Presbytery or Corporation or elected moderator of a committee, commission, or board shall be enrolled as a member of the Presbytery for the term of office.
 4. In accordance with the Book of Order G-11.0203, Presbyters in good standing in other governing bodies of this or any other Christian church who are present at any meeting may be invited to sit as corresponding members, with voice, but without vote.

ARTICLE II. IDENTITY AND AUTHORITY

- A. **CONSTITUTION:** The Presbytery of Blackhawk is a governing body of the Presbyterian Church (U.S.A.), and as such is subject to the provisions of the constitution of the Presbyterian Church (U.S.A.).
- B. **OTHER AUTHORITIES:** The provisions of civil law and the Presbytery's Articles of Incorporation govern the actions of the Corporation. These bylaws prescribe the Presbytery's structure and organization. The parliamentary authority for all matters shall be the most recent edition of Robert's Rules of Order.
- C. **TEMPORARY SUSPENSION OF THE BYLAWS:** These bylaws may be temporarily suspended at any Stated Meeting of the Presbytery by a two-thirds (2/3) vote.
- D. **AMENDMENTS TO THE BYLAWS:** These bylaws may be amended by a two-thirds (2/3) vote at any Stated Meeting of the Presbytery, provided that notice of such intended action, stating the specific amendment sought, has been given at a previous Stated Meeting.

ARTICLE III. PRESBYTERY VISION AND VALUES

- A. Grounded in the Biblical image for human community, as disciples of Jesus, following His witness and command for His church, guided by the principles of trust, open communication, and genuine relationships, we will challenge and support congregations to be thriving faith communities by providing competent pastoral leadership, resourcing to energize ministry, and developing networks and partnerships of Presbyterians.

ARTICLE IV. PRESBYTERY MEETINGS

- A. **STATED MEETINGS:** Stated Meetings of the Presbytery of Blackhawk shall be held on the second Tuesday of February, April, June, September and November. The February meeting shall be the Annual Meeting of the Presbytery. The Presbytery may vote at any stated meeting for the purpose of rescheduling or canceling any future stated meeting.
- B. **PLACE:** The Stated Clerk shall determine locations of Stated meetings.
- C. **SPECIAL MEETINGS:** Special (called) meetings of the Presbytery of Blackhawk shall be called in accordance with the provisions of the Book of Order (G-11.0201).
- D. **QUORUM:** A quorum of the Presbytery shall be any three (3) minister members and the elder members present provided that at least three (3) churches are represented by elders. (Book of Order G-11.0202).
- E. **DOCKET:** The docket of each meeting shall be prepared by the Stated Clerk in consultation with the Moderators of boards, committees, and commissions. The docket shall be made available to members ten (10) days prior to the meeting. Opportunity to amend the docket shall be provided at the beginning of the meeting, when the docket is offered for approval.

ARTICLE V. OFFICERS

- A. **OFFICERS:**
1. The officers of the Presbytery shall be the following: Moderator, Vice-Moderator, Stated Clerk, Treasurer, and President of the Board of Trustees.
 2. All officers shall be accountable to the Presbytery, unless otherwise specified in these bylaws.
- B. **MODERATOR:**
1. **Responsibilities:** The Moderator shall have the duties specified in the Book of Order and in these bylaws. As Moderator, this person shall moderate the Board of Moderators and serve on the Business Affairs Committee. As Immediate Past-Moderator, this person shall moderate the Business Affairs Committee.
 2. **Term of Office:** One (1) year, without the privilege of reelection.
 3. **Vacancy:** A vacancy in the office of Moderator shall be filled by the Vice-Moderator for the remainder of the term.

C. VICE MODERATOR:

1. Responsibilities: The Vice-Moderator shall preside or act on behalf of the Moderator when the Moderator so requests, and shall preside at meetings of the Presbytery when the Moderator is not present. If there is a vacancy in the office of Moderator, the Vice-Moderator shall become the Moderator. The Vice-Moderator shall serve on the Board of Moderators and the Business Affairs Committee.
2. Term of Office: One (1) year, without the privilege of reelection.
3. Vacancy: If there is a vacancy in the office of Vice-Moderator, the Presbytery may elect a successor or may choose to leave the office unfilled for the remainder of the term. The Nominating Committee shall recommend the appropriate action.

D. STATED CLERK:

1. Responsibilities:
 - a. The Stated Clerk shall have the duties specified in the Book of Order and in these bylaws and shall serve as Parliamentarian at all Presbytery meetings.
 - b. The Stated Clerk shall be a member of the staff of Blackhawk Presbytery.
2. Term of Office: Three (3) years, with the privilege of reelection.
3. Vacancy: If there is a vacancy in the office of Stated Clerk, the Board of Moderators, in consultation with the General Presbyter, shall appoint an acting Stated Clerk who shall serve until the Presbytery elects a new Stated Clerk.

E. TREASURER:

1. Responsibilities:
 - a. The Treasurer shall have the duties prescribed in the Book of Order and these bylaws. The Treasurer shall receive, record, and report all funds of the Presbytery and keep accurate accounts and records of the same.
 - b. The Treasurer shall serve as Secretary/Treasurer of the Board of Trustees and the Blackhawk Presbytery Foundation.
 - c. The Treasurer shall be a member of the staff of Blackhawk Presbytery.
2. Term of Office: One (1) year, with the privilege of reelection.
3. Accountability: To the Board of Trustees.
4. Vacancy: If there is a vacancy in the office of Treasurer, the Board of Moderators, in consultation with the General Presbyter, shall appoint an acting Treasurer who shall serve until the Presbytery elects a new Treasurer.

F. PRESIDENT OF THE BOARD OF TRUSTEES

1. Responsibilities: The President of the Board of Trustees shall moderate meetings of the Board of Trustees, shall serve as President and convene meetings of the Blackhawk Presbytery Foundation, and shall serve as a member of the Business Affairs Committee.
2. Term of Office: Three (3) years, with the privilege of one (1) reelection.
3. Vacancy: If there is a vacancy in the office of President of the Board of Trustees, the Nominating Committee shall present to the Presbytery a candidate for election to fill out the unexpired term.

ARTICLE VI. NOMINATIONS AND ELECTIONS

A. ELIGIBILITY:

1. All ministers and elders are eligible for any of the elective offices and appointive responsibilities of the Presbytery.
2. Unordained church members may be elected to committees except as otherwise specified in the Book of Order or these bylaws.
3. Moderators of boards and committees shall be ministers or elders and shall be members of a class of the particular board or committee.
4. The majority of each particular board or committee shall be composed of ministers and elders of the Presbytery except as otherwise specified in the Book of Order or these bylaws.
5. For each board or committee, designated balances between ministers and lay persons shall apply within each class as well as across the board or committee as a whole.

B. NOMINATIONS: The Nominating Committee shall prepare and present to the Presbytery a list of nominations of eligible persons for each vacant office, board, or committee (except for the Nominating Committee itself, the Committee on Representation, the Stated Clerk, and the Treasurer), nominations for board and committee moderators, as well as the nominations for Commissioners to the Synod and General Assembly. Nominations for the Nominating Committee, the Committee on Representation, the Stated Clerk, and the Treasurer shall be made by the Board of Moderators. Full consideration shall be given to proportionate representation of gender and ethnic groups, using congregation membership and ordination percentages as guidelines. In the case of the Stated Clerk and Treasurer, nominations should be made in consultation with the Personnel Committee.

C. TERMS AND PROCEDURES FOR ELECTIONS:

1. Time of Elections: The annual election of officers of the Presbytery and board and committee moderators and members shall be at the November Stated Meeting of the Presbytery. The election of Commissioners to the General Assembly and Synod shall be at the February Stated Meeting. Election to other commissions may take place at any Presbytery meeting.

2. Term of Office:
 - a. Officers of the Presbytery: See Article V.
 - b. Commissioners: See Article VIII.
 - c. Boards and Committees: The term of office shall normally be for three (3) years, unless filling an unexpired term, with the privilege of re-election to a second term of three (3) years. An individual may serve on a board or committee for a maximum of six (6) consecutive years.
3. Election Procedure:
 - a. The Nominating Committee, the Board of Moderators, and entities designated to nominate administrative commissions shall present to Presbytery a list of eligible candidates for vacant positions. One candidate will be presented for each position.
 - b. The Nominating Committee, the Board of Moderators, and entities designated to nominate administrative commissions may present candidates for election to vacant positions at any Stated Meeting, if the need arises.
 - c. Opportunity shall be offered for nominations from the floor.
 - d. Voting shall be by acclamation, unless more than one candidate is nominated for a position. In such case, voting shall be by ballot.

ARTICLE VII. BOARDS AND COMMITTEES

A. GENERAL PROCEDURES:

1. Quorum: The quorum for any Board or Committee shall be one-third (1/3) of the voting members, except as otherwise specified in the Book of Order or these bylaws.
2. Co-opting: Boards and committees may co-opt persons in addition to their elected members.
3. Meetings by Telephone or Online Conference: Boards and committees may take advantage of electronic communication to make decisions, provided that minutes are recorded and approved.
4. The Presbytery may appoint an ad hoc committee, commission, or task group for a specific purpose if deemed appropriate.
5. All boards, committees, commissions, and task groups shall be accountable to the Presbytery.

B. BOARD OF MODERATORS:

1. Composition: The Board of Moderators shall consist of the moderators of all boards and committees identified in these bylaws, and the moderator, vice-moderator, and immediate past moderator of the Presbytery. The moderator of Blackhawk Presbytery shall serve as moderator of the Board of Moderators. The General Presbyter, Stated Clerk, and Treasurer shall serve ex-officio on this board.
2. Responsibilities:
 - a. Facilitate coordination and information sharing among boards and committees.
 - b. Hold boards and committees accountable for their performance.
 - c. Address issues that arise that do not fall within the responsibility of a particular board or committee.
 - d. Nominate persons for the officer positions of Stated Clerk, and Treasurer.
 - e. Nominate the moderator and members of the Nominating Committee and the Committee on Representation.

C. BOARD OF TRUSTEES:

1. Composition: The Board of Trustees shall consist of five (5) members, four (4) of whom shall be ministers or elders. The Treasurer of Blackhawk Presbytery shall be the fifth member and shall serve as the corporate Treasurer.
2. Responsibilities:
 - a. To have charge of all legal matters in connection with the business of Presbytery.
 - b. To nominate members of administrative commissions to oversee the closure of churches, in consultation with the Mission Strategies & Resources Board.
 - c. To receive and administer, under the direction of Presbytery, any permanent funds and property over which the Presbytery may have control, and to act on behalf of the Presbytery in all matters referred to them in their jurisdiction.
 - d. To serve as members and officers of the Blackhawk Presbytery Foundation.
 - e. Other responsibilities are defined in the Blackhawk Presbytery Administrative Manual.

- D. MISSION STRATEGIES AND RESOURCES BOARD:
1. Composition: Twelve (12) members in three (3) classes of four (4) persons, composed of ½ ministers and ½ elders.
 2. Responsibilities:
 - a. To hold public the missional vision of Blackhawk Presbytery and to recommend revisions to the Presbytery as needed.
 - b. To plan, recommend, and implement a Presbytery strategy for new church development.
 - c. To manage the resourcing and support of the congregations of the Presbytery to be thriving faith communities.
 - d. To manage a mission grant program for the Presbytery.
 - e. To recognize networks and partnerships that align with the missional vision of Blackhawk Presbytery and/or the purposes of the Presbyterian Church (USA) and encourage their work.
 - f. To consult with the Board of Trustees regarding nominations for commissions formed to oversee the closure of churches.
 3. Authority:
 - a. To recruit, appoint and/or mobilize others to see that the Board's responsibilities are fulfilled.
 - b. To commit funds in order to fulfill responsibilities.
 - 1) Within approved budget allocations for the Board.
 - 2) From funding sources over which Presbytery has granted control to the Board.
 - c. To sign off on grant applications that address the missional vision and commit funds as above.
 - d. Other authority or responsibility as delegated by Presbytery.
- E. COMMITTEE ON PREPARATION FOR MINISTRY:
1. Composition: Nine (9) members in three (3) classes of three (3) persons, who must be elders or ministers.
 2. Responsibilities:
 - a. Carry out responsibilities defined in the Book of Order G-14.0400.
 - b. Bring to the Presbytery recommendations for action in the selection, reception, care, examination and ordination or transfer of its candidates.
 - c. Manage the Commissioned Lay Pastor initial training program for the Presbytery.

3. Authority: To dismiss candidates to other presbyteries whenever it determines that such action is justified, provided that the committee shall report any such action to the next stated meeting of the Presbytery.
- F. COMMITTEE ON MINISTRY:
1. Composition: Thirty six (36) members in three (3) classes of twelve (12) persons, ½ elders and ½ ministers.
 2. Quorum: In accordance with the Book of Order, a quorum for the Committee on Ministry shall be 51 percent of its members.
 3. Responsibilities:
 - a. Carry out responsibilities defined in the Book of Order G-11.0400, G-11.0500, G-14.0500, G-14.0600, and any other applicable sections.
 - b. Recommend the composition of administrative commissions to ordain and/or to install ministers of the Word and Sacrament. If the Presbytery authorizes an ordination or installation but does not appoint a commission to carry it out, the Moderator of Presbytery shall have the authority to appoint a commission for that purpose.
 4. Authority: To exercise any of the powers listed in G.11.0502h if the committee determines that the welfare of the church requires action before the next meeting of the Presbytery, provided that the Committee shall report any such action to the next stated meeting of the Presbytery.
- G. NOMINATING COMMITTEE:
1. Composition: Seven (7) members in three classes as equal as possible, composed of 1/3 Teaching Elders, 1/3 Laymen, 1/3 Laywomen. The Moderator of the Committee on Representation is an ex-officio member.
 2. Responsibilities:
 - a. The Nominating Committee shall present to Presbytery nominations for the Vice-Moderator and Moderator of the Presbytery, the President of the Board of Trustees, Board and Committee Moderators, members of Boards and Committees, and Commissioners to General Assembly and Synod.
 - b. The Nominating Committee shall present to Presbytery nominations to fill all vacancies that occur during the year, except as otherwise specified in these bylaws.
- H. PERSONNEL COMMITTEE:
1. Composition: Four (4) members in three classes as equal as possible composed of ½ Teaching Elders and ½ Laypersons.

2. Responsibilities:
 - a. Design, document, oversee implementation of, and monitor compliance with a staffing and salary structure that supports the Presbytery's vision.
 - b. Design, document, oversee implementation of, and monitor compliance with personnel policies and procedures that maximize the ability of staff to support the Presbytery's vision.
 - c. Conduct an annual performance review of the General Presbyter as defined in the Blackhawk Presbytery Administrative Manual.
- I. BUSINESS AFFAIRS COMMITTEE:
1. Composition: Ten (10) members composed of the Moderator of Presbytery, the Vice-Moderator, the Immediate Past Moderator, the President of the Board of Trustees, and six at-large members who may be ministers or laypersons. The six at large members shall be elected in three (3) classes to three (3) year terms. The Immediate Past Moderator of Presbytery shall moderate the Business Affairs Committee. The General Presbyter and the Treasurer shall serve ex-officio.
 2. Responsibilities:
 - a. Present to the Presbytery for approval an annual budget for the work of the Presbytery.
 - b. Monitor on a consistent basis Presbytery's financial status.
 - c. Monitor compliance with the approved budget and work with staff, boards, and committees to make necessary adjustments.
 - d. Work with appropriate groups to encourage interpretation of Presbytery's financial situation and needs.
 - e. Participate in the development of Presbytery's revenues through various sources.
 - f. Oversee the business practices Presbytery has in place and assign tasks to appropriate entities within the current structure.
- J. COMMITTEE ON REPRESENTATION:
1. Composition: Six (6) members elected in accordance with the Book of Order G-9.0105. These individuals shall be nominated by the Board of Moderators.
 2. Responsibilities: Carry out the responsibilities assigned to the Committee on Representation in the Book of Order. The Moderator of the Committee on Representation shall serve as an ex-officio member of the Nominating Committee.

- K. STRONGHOLD CAMP & RETREAT CENTER COMMITTEE:
1. Composition: Nine (9) members in three (3) classes of three (3) persons, as equally divided between lay and clergy as possible.
 2. Responsibilities:
 - a. Provide assistance to staff in policy development and implementation and budget development and review. Present to presbytery an annual budget for approval.
 - b. Provide leadership in fund raising and fund development.
 - c. Be in partnership with staff in strategic planning and to act as a think tank with staff for the betterment of Stronghold ministry.

ARTICLE VIII. COMMISSIONS OF THE PRESBYTERY

- A. COMMISSIONS: A commission is empowered to consider and conclude matters referred to it by the Presbytery.
- B. PERMANENT JUDICIAL COMMISSION:
1. Composition: Nine (9) members composed of ministers and elders in numbers as nearly equal as possible in three (3) classes of six (6) year terms, elected in even years. Candidates for this Commission are nominated by the Nominating Committee.
 2. Responsibilities: Carry out the responsibilities and practices defined in the Book of Order, Rules of Church Discipline.
 3. Accountability: The Permanent Judicial Commission shall be accountable only to the Presbytery in Assembly.
- C. COMMISSIONERS AND YOUTH ADVISORY DELEGATES TO GENERAL ASSEMBLY
Blackhawk Presbytery shall commission ministers, elders from different member congregations, and youth to each General Assembly meeting, as defined by the Book of Order (G13-0102). Alternate commissioners shall also be elected.
1. Election:
 - a. Nominations for election of ministers and elders as commissioners and alternate commissioners shall be presented to the Presbytery for election at the February Stated Meeting immediately preceding the General Assembly.
 - b. The Presbytery shall have the right to nominate commissioners and alternate commissioners from the floor, and if done, the Presbytery shall elect commissioners by written ballot.
 - c. In the event that a principal is unable to serve, the alternate will become a commissioner.
 - d. Ordinarily, alternate commissioners will attend the subsequent General Assembly as commissioners.

2. Criteria for Nomination for Ministers:
 - a. The Nominating Committee shall work from a rotation list maintained by the Stated Clerk of ministers enrolled in Blackhawk Presbytery, reflecting the year they became members of Blackhawk Presbytery. The Nominating Committee shall approach those ministers longest in service in this presbytery, using the following suggested criteria:
 - 1) Engaged in active service in the Presbytery.
 - 2) Regular attendance at Presbytery in the years prior to election and service as an elected member of a Presbytery Committee.
 - 3) Willingness to attend if elected and to interpret the work of the governing body.
 3. Criteria for Nomination for Elders and Youth:
 - a. The Nominating Committee shall work from a list of churches by rotation. The Nominating Committee will invite Sessions to nominate elder and youth commissioners and shall request that the Sessions to be attentive to these characteristics:
 - 1) Spiritual maturity
 - 2) Wisdom to help the larger church make decisions
 - 3) Ministry within the larger church
 - 4) Attendance at Presbytery as a commissioner or visitor, or service as an elected member of a Presbytery Board or Committee within the last three (3) years.
 - 5) Willingness to attend if elected and to interpret the work of the governing body.
 - b. Elder and Youth Commissioners shall be from different member churches.
 4. Responsibilities
 - a. Commissioners shall attend General Assembly as voting members, shall report to Presbytery, and shall interpret the work of General Assembly to the congregations of the Presbytery.
- D. COMMISSIONERS TO THE SYNOD OF LINCOLN TRAILS:
1. The Nominating Committee shall nominate commissioners to the Synod of Lincoln Trails in accordance with instructions from the Synod.
- E. ADMINISTRATIVE COMMISSIONS:
1. The Mission Strategies & Resources Board shall nominate commissioners for new church development administrative commissions.
 2. The Board of Trustees shall nominate commissioners for administrative commissions formed to oversee church closures, in consultation with the Mission Strategies & Resources Board.

3. The Committee on Ministry shall nominate commissioners for administrative commissions for churches in difficulties and commissions to participate in the ordination and/or installation of Ministers of the Word and Sacrament, in accordance with the Book of Order and the Blackhawk Presbytery Administrative Manual.

ARTICLE IX. STRONGHOLD CAMP & RETREAT CENTER

- A. Stronghold Camp & Retreat Center is a ministry program of Blackhawk Presbytery. Matters related to this ministry shall be directed as follows.
 1. Leadership & Direction: The General Presbyter and the Stronghold Director of Operations & Program Development shall provide leadership and direction for Stronghold's programming and operations, in consultation with the Stronghold Camp & Retreat Center Committee.
 2. Personnel: Staff with responsibilities related to this program shall be accountable to the General Presbyter. The General Presbyter, in consultation with the Personnel Committee, may designate specific staff members as supervisors of employee groups.
 3. Budget: The program staff shall present an annual budget to the Stronghold Camp & Retreat Center Committee, who will present it to the Presbytery for approval.
 4. Property: The Board of Trustees shall handle matters related to the property of Stronghold Center.

ARTICLE X. NETWORKS AND PARTNERSHIPS

- A. Presbyterians in Blackhawk Presbytery are encouraged to come together to fulfill the purposes of the Gospel. Groups of Presbyterians who are active members and/or Presbyterian Sessions may choose to form networks and partnerships. These networks or partnerships relate to Blackhawk Presbytery through the Mission Strategies and Resources Board.
- B. Partnerships/Networks will be faithful to the vision and values of Blackhawk Presbytery.
- C. Access to the floor of Presbytery shall be made through the Mission Strategies and Resources Board.
- D. The Mission Strategies and Resources Board shall define a process for recognizing networks and partnerships in the Blackhawk Presbytery Administrative Manual and shall maintain a roster of these networks and partnerships and assist in publicizing their purpose.

ARTICLE XI. THE CORPORATION

- A. NAME: The name of the corporation shall be "The Presbytery of Blackhawk of the Presbyterian Church (U.S.A.)."
- B. THE CORPORATION: The Presbytery of Blackhawk is incorporated under the laws of the State of Illinois in order to hold property and manage permanent special funds. In these matters, the Presbytery is subject to the applicable laws of the State of Illinois and to the provisions of the corporation's Articles of Incorporation.
- C. FISCAL YEAR: The fiscal year of the Corporation is the calendar year.
- D. REGISTERED AGENT: The Stated Clerk of the Presbytery shall be the Registered Agent of the Corporation, and the registered office of the Corporation shall be the office of the Stated Clerk, unless otherwise designated by the Presbytery of Blackhawk.
- E. MEMBERSHIP: The membership of the Corporation consists of all those persons who would be eligible to vote at a duly constituted meeting of the Presbytery of Blackhawk. (See Article I, Section B)
- F. MEETINGS:
1. Annual Meeting: The Annual Meeting of the Corporation shall be the February Stated Meeting of the Presbytery.
 2. Any properly called and constituted meeting of the Presbytery of Blackhawk may consider and approve any corporation business permitted under state law, the Constitution of the Presbyterian Church (USA), these bylaws, and Robert's Rules of Order. Such actions shall be considered actions of the Corporation.
 3. Special Meetings: Special meetings of the Corporation may be called by the Board of Trustees with ten (10) days notice.

ARTICLE XII. THE FOUNDATION

- A. The Presbytery shall establish the Blackhawk Presbytery Foundation to recommend and administer gifts and resources for special capital program and mission outreach needs within the Presbytery not ordinarily met by the regular program, mission, and administrative budget of Presbytery. This includes the Stronghold Endowment Fund.
- B. The legal, corporate structure shall be the Blackhawk Presbytery Foundation.
- C. The Board of Directors of the Blackhawk Presbytery Foundation shall be the Board of Trustees of the Presbytery of Blackhawk, whose officers shall serve as the same officers of the Board of Directors of the Blackhawk Presbytery Foundation.

ARTICLE XIII. ADMINISTRATION

- A. To administer the Presbytery, staff shall include a General Presbyter, Stated Clerk, Treasurer, and such other permanent, temporary, and contract staff as the Presbytery may employ.
- B. The process for determining compensation for permanent, temporary, and contract staff shall be a responsibility of the Personnel Committee and shall be defined in the Blackhawk Presbytery Administrative Manual.

C. GENERAL PRESBYTER:

1. Responsibilities: The General Presbyter shall serve as chief administrator of the Presbytery. The General Presbyter shall supervise Presbytery operations, programs, and staff, including Stronghold Camp & Retreat Center, and provide for staff services for the agencies and committees of the Presbytery. The General Presbyter shall be an ex officio member without vote on all boards and committees of Presbytery.
2. Terms and Election: The General Presbyter shall be presented to the Presbytery for a call of indefinite period by a special committee of Presbytery elected to search for a General Presbyter.
3. Accountability: To the Presbytery through the Personnel Committee. The General Presbyter shall be evaluated annually by the Personnel Committee.
4. Vacancy: If there is a vacancy in the office of General Presbyter, the Personnel Committee shall propose a plan for covering the position responsibilities to the Presbytery for its approval.

D. STATED CLERK:

1. Responsibilities: In addition to responsibilities defined in Article V, Section D, other duties may be assigned to the Stated Clerk by the General Presbyter in consultation with the Personnel Committee.
2. Terms and Election: See Article V, Section D and Article VI.
3. Accountability: For duties other than those defined in Article V, Section D, the Stated Clerk shall be accountable to the General Presbyter. The Stated Clerk shall be evaluated annually by the General Presbyter, in consultation with the Personnel Committee.
4. Vacancy: See Article V, Section D.

E. TREASURER:

1. Responsibilities: In addition to responsibilities defined in Article V, Section E, other duties may be assigned to the Treasurer by the General Presbyter in consultation with the Personnel Committee.
2. Terms and Election: See Article V, Section E and Article VI.
3. Accountability: For duties other than those defined in Article V, Section E, the Treasurer shall be accountable to the General Presbyter. The Treasurer shall be evaluated annually by the General Presbyter, in consultation with the Personnel Committee.
4. Vacancy: See Article V, Section E.

F. OTHER STAFF:

1. Responsibilities: Responsibilities of other staff are defined in the Blackhawk Presbytery Administrative Manual.
2. Accountability: To the General Presbyter. The General Presbyter may designate specific staff members to be supervisors of particular staff.
3. Vacancy: The General Presbyter in consultation with the Personnel Committee will present a plan for coverage of a position until a hiring process can be completed.

ARTICLE XIV. POLICIES

- A. The Stated Clerk shall prepare and keep current an Administrative Manual for the Presbytery of Blackhawk, which shall include all Presbytery policies and guidelines and all board and committee policies and guidelines. The Blackhawk Presbytery Administrative Manual shall be made broadly available.

ARTICLE XV. EFFECTIVE DATE

These bylaws shall be effective January 1, 2005.

Approved by the Presbytery of Blackhawk at its Stated Meeting on September 14, 2004.

Revisions approved by the Presbytery of Blackhawk at its Stated Meeting on November 8, 2005.

Revisions approved by the Presbytery of Blackhawk at its Stated Meeting on November 13, 2007.

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Revisions approved by the Presbytery of Blackhawk at its Stated Meeting on April 9, 2013.